

DEPARTMENT OF
DEFENSE, VETERANS AND EMERGENCY MANAGEMENT
Military Bureau
Joint Force Headquarters, Maine National Guard
Camp Keyes, Augusta, Maine 04333-0033

21 September 2012

ACTIVE DUTY GUARD/RESERVE AGR TOUR ANNOUNCEMENT #12-074
TITLE 32 USC SEC 502 (f)

POSITION: Human Resources Technician (420A)

GRADE: WO1 – CW2 (Also see Area of Consideration)

LOCATION: Troop Command, Augusta, ME 04333

CLOSING DATE: **28 September 2012**

AREA OF CONSIDERATION: Open to currently assigned Maine Army National Guard AGR Enlisted Soldiers only, in the rank of Sergeant (E5) or above. (Also see Eligibility Requirement below).

MILITARY/FULL-TIME ASSIGNMENT: Selected applicant will be assigned full time as a 420A Warrant Officer in the Maine Army National Guard, Augusta, ME 04333.

ELIGIBILITY REQUIREMENT: Selected individual must **be eligible to become 420A qualified** per DA PAM 611-21, within one year of assignment/reassignment. Applicants must have a predetermination packet approved from the Adjutant General School to be interviewed and considered for this position. Instructions for completing this predetermination packet can be found at the following link <http://www.usarec.army.mil/hq/warrant/prerequ/WO420A.html>.

Interested individuals will work packets through the Office of the Command Chief Warrant Officer. Questions about becoming a Warrant Officer or this predetermination process should be directed to the State Command Chief Warrant Officer, CW5 Darrell Stevens at 207-430-5751 or Darrell.stevens@us.army.mil. Completed predetermination packets must be received by CW5 Stevens no later than **19 October 2012**. An interview board will be scheduled conducted once all Certificates of Eligibility are received from the Adjutant General School.

Current AGR Soldiers wishing to apply must have the concurrence of their chain of command, and have served at least 18 months in their current assignment unless TAG has waived this requirement.

LENGTH OF TOUR: Extension of all AGR Soldiers beyond their initial tour is contingent upon recommendation by the supervisor and final approval by the Adjutant General.

JOB DESCRIPTION: See attached job description.

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HOW TO APPLY: MEARNG AGR applicants will submit a memorandum of interest through their Chain of Command with a courtesy copy sent to HRO-AGR. - Memorandums must reach the HRO-AGR office **NOT LATER THAN THE CLOSING DATE**. Memorandums received after the closing date will NOT be considered. The inter-office distribution system may be used (no expense incurred to the government). Current Maine AGR Job announcements are available on the internet at <http://www.me.ngb.army.mil/DHR/ANNOUNCEMENTS/DEFAULT.htm> under the "Jobs" link. You may deliver your memorandum **in person**, or **send** them by:

- **Email** (*Preferred Method*) to hroagrbr@me.ngb.army.mil, or
- **Non government fax** to MENG-HRO-AGR office at (207) 626-4246, or
- **U.S. mail** to "Department of Defense, Veterans, & Emergency Management, ATTN: MENG-HRO-AGR, Camp Keyes, Augusta, ME 04333-0033".

APPOINTMENT: This position will be filled as soon as possible. The Adjutant General retains exclusive appointment authority of AGR personnel. No commitment will be made to any applicant prior to review of qualifications by this office. The Maine National Guard is an Equal Opportunity Employer. All appointments and promotions will be made without regard to race, color, creed, sex, age or national origin.

DISSEMINATION: Supervisors/Commanders, please post to bulletin boards, read at unit formations and notify personnel who may be interested. Qualified personnel who may be absent during the announcement period due to school, illness etc., should be notified.

FOR THE HUMAN RESOURCES OFFICER:

\\\\\\\\\\SIGNED\\\\\\\\\\\\\\
MARK K. PERRY
CW4, AG, MEARNG
AGR Manager

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Human Resources Technician (420A)

Serve as a technical advisor in the areas of personnel, legal, and medical operations. Implements and evaluates personnel and administrative policies for the Command. Provides oversight for and consolidates unit level feeder reports. Analyzes and/or prepares the personnel reporting areas of the organizational readiness report. Reviews legal documentation and provides recommendations on command level guidance and oversees the implementation of the enlisted promotion management system. Ensure timely completion of military personnel evaluation reports. Provide assistance and guidance on the preparation of officer promotion packets for required board actions. The incumbent is responsible for coordination health service support (i.e. periodic health assessment, vaccinations, profiles, medical review boards, etc) for the command. Executes command level inspections in the area of personnel and administration. Develops and implements tactical standing operation procedures for personnel and other related operations.

- a. Makes day-to-day decisions for the Commander in the area of personnel in the absence of the supervisor.
- b. Ensures the completion of line of duty (LOD) investigations and responds to congressional inquiries and IG complaints
- c. Reviews, analyzes, and provides recommendations relative to proposed Modified Table of Organization and Equipment (MTOE) and/or forces structure changes to determine the impact on personnel authorizations.
- d. Keep current on and ensures implementation of new policy statements, regulations, and directives issues by higher headquarters concerning administrative and personnel activities.
- e. Analyzes the personnel portion of the organizational readiness report to determine critical needs and priorities for the strength management program.
- f. Manages and reports information in regards to personnel accessions, flagging actions, reassignments, retention, participation, and attrition.
- g. Oversees Soldier Readiness Processing (SRP) for those units whose service members are being mobilized to active duty.
- h. Provides the reintegration process for all matters concerning administrative and personnel for service members returning from mobilization.
- i. Provides counseling to service members on available benefits such as DEERS and Yellow Ribbon.

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- j. Responsible for the accuracy of SIDPERS transactions, awards and decorations, leave and pass procedures, and retirement processing for the command.
- k. Higher headquarters point of contact for all actions related to the casualty system.
- l. Plans, organizes, and assigns work to employees engaged in personnel and administrative work.
- m. Provide technical assistance and guidance to organizational personnel. Recommends performance standards and provides input into employee performance appraisals.
- n. Participates in the resolution of grievances and investigations.
- o. Resolves issues concerning organizational personnel structure and full time manning moves within the command.
- p. Performs other duties as assigned.